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CHIEF, REVENUE MANAGEMENT, HEALTH SERVICES

(<http://agency.governmentjobs.com/lacounty/jobs/1243366>)
  **APPLY**

Salary ⓘ \$105,615.59 - \$159,857.52
Annually

Location ⓘ Los Angeles County, CA

Job Type Full time

Department MENTAL HEALTH

Job Number b4608B

DESCRIPTION**BENEFITS****QUESTIONS****Position/Program Information**

DEPARTMENT OF MENTAL HEALTH
EXAM NUMBER: b4608B
OPEN COMPETITIVE JOB OPPORTUNITY

FILING START DATE: 09/25/2015 AT 8:00 A.M.

THIS EXAMINATION IS CURRENTLY OPEN CONTINUOUSLY BUT MAY BE SUSPENDED OR CLOSED AT ANY TIME WITHOUT ADVANCE NOTICE.

POSITION DEFINITION:

This position will provide management leadership to the Program Reimbursement and Recovery Bureau, which is responsible for all revenue reimbursement and reconciliation activities for the Department as well as authorizing payment of services for contract providers consistent with contractual, legal and programmatic requirements

Essential Job Functions

- Directs the development and implementation of processes and procedures to ensure the Department receives appropriate reimbursement (estimated at more than \$1.4

billion annually) from Federal, State, commercial insurance and other third-party sources

- Directs the preparation and monitors the status of claims for program reimbursement; directs the activities necessary to file appeals or corrections if claims are denied for payment or excepted upon audit, and reconciles approved reimbursements with approved reimbursement rates and actual payments.
- Through subordinate supervisors, authorizes Department of Mental Health (DMH) Accounting to make payment to legal entity and fee for service providers for services based on contractual, legal and programmatic requirements.
- Directs the review and interpretation of federal and state regulations for compliance claiming and funding; directs the review and analysis of proposed changes in federal and state laws and regulations and prepares comments and/or recommends official County position on proposed changes; develops and advocates for changes to reimbursement regulations and policies that would be beneficial to the County or to patients with mental health issues.
- Directs the development of policies, procedures, manuals and training programs for both directly operated and contracted service providers to ensure maximum reimbursement to the Department while complying with all federal, state and local laws, rules and regulations.
- Directs the ongoing development and monitoring of systems necessary to submit claims for reimbursements to federal, state and other agencies as well as to monitor and adjust proper payments to contracted service providers in accordance with contractual, legal and programmatic requirements.

Requirements

MINIMUM REQUIREMENTS:

Four years' responsible experience in an administrative* or staff capacity**, one year of which must have been within the field of health financial management at the level of Revenue Manager I***, Fiscal Officer II****, or higher.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

DESIRABLE QUALIFICATIONS:

- Demonstrated knowledge of federal, state and county government health care, mental health or public health funding structures and functions, as well as their programs and services.
- Extensive knowledge of healthcare insurance billing.

- Extensive knowledge of federal, state, and local laws, rules and regulations.
- Extensive experience working in healthcare or mental health claiming policy, or fiscal policy analysis.
- Experience working with Electronic Health Record (eHR).
- Experience interacting with local, state, and federal government officials.
- Excellent interpersonal skills.
- Excellent written communication and oral presentation skills.
- Strong managerial and leadership skills.
- Education – A Bachelor's degree or higher in Business Administration, Public Administration or a related field from an accredited***** college or university.

SPECIAL REQUIREMENT INFORMATION:

*Administrative is defined as work performed in an administrative services branch of an organizational unit, including responsibility for the development of procedures and participation in policy formulation.

**Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.

***In the County of Los Angeles, Revenue Manager I is defined as, manages and evaluates the revenue generating and cost recovery activities for a 300-500 bed teaching hospital with outpatient clinics capable of 15,000-20,000 clinic visits per month and for the region of which the hospital is a part.

****In the County of Los Angeles, Fiscal Officer II is defined as, directs the work of a large staff (more than 55) in the operation of a large to very large scale complex accounting program through a subordinate accounting officer or accountant functioning at a responsible level and in the work of a large group of related activities; and in addition, has major substantive non-accounting financial or budgetary responsibility in a department or institution having an annual budget of over \$50,000,000.

Additional Information

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

EXAMINATION CONTENT

This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted on the Los Angeles County Application, Desirable Qualifications and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position.

The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

VACANCY INFORMATION

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing. THIS EXAMINATION IS CURRENTLY OPEN CONTINUOUSLY BUT MAY BE SUSPENDED OR CLOSED AT ANY TIME WITHOUT ADVANCE NOTICE.

INSTRUCTIONS FOR FILING ONLINE

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website.

Applicants must complete and submit their online applications and upload required documents (e.g. Official Transcripts, Resume, etc.) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov

(mailto:exams@dmh.lacounty.gov) within 15 calendar days from date of application submission. Please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Celia Yeung

213-972-7038 or 213-972-7034

exams@dmh.lacounty.gov (mailto:exams@dmh.lacounty.gov)

ADA Coordinator Phone 213-972-7034

Teletype Phone 800-735-2922

California Relay Services Phone 800-735-2922

Agency	Address	Website
County of Los Angeles	***** Los Angeles, California, 90010.	http://hr.lacounty.gov (http://hr.lacounty.gov)

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